

# MISSOURI STATE PENITENTIARY REDEVELOPMENT COMMISSION

## MEETING MINUTES

Open Session

November 16, 2005

The MSP Redevelopment Commission meeting was called to order at 1:00 p.m. Vice Chairman Jim Wunderlich presided over the meeting due to the formal resignation of Chairman Bill Carr.

### Introductions:

Dianne Beasley was introduced as the staff member from Facilities Management, Design and Construction to take over the secretarial duties formerly supported by Charlotte Collet.

### Roll Call:

The Following Commission members were present constituting a quorum: Bushmann, Peerson, Riddick, Schreiber, Sheehan, Wunderlich, Peerson (via telephone).

The Following Commission members were absent: Callis, Mahfood, Meyer.

The Following Facilities Management, Design and Construction staff members were present: Director David Mosby, Deputy Director Walter Johannpeter, Charlie Brzuchalski, Lisa Cavender, and Dianne Beasley.

Special Guests: Dan Bockert and Mark Grillot from Parsons

### I. Approval of Minutes

The open meeting minutes of the October 27, 2005, meeting were reviewed. A correction to the minutes was suggested to revise a name of the person making a comment (Page 6, Riddick changed to Peerson on question about future meetings. Riddick was not in attendance at the October meeting). Minutes were approved pending this change. No further comments or suggestions were discussed regarding the minutes from this meeting. With a motion from John Sheehan and a second by Gene Bushmann, the minutes were approved.

Those in favor: Bushmann, Peerson, Riddick, Schreiber, Sheehan, Wunderlich

Opposed: None

Absent: Callis, Mahfood, Meyer

The closed meeting minutes from the October 27, 2005, meeting were reviewed and approved with no changes.

Those in favor: Bushmann, Peerson, Riddick, Schreiber, Sheehan, Wunderlich

Opposed: None  
Absent: Callis, Mahfood, Meyer

II. Update on options for Insurance Coverage – Pam Henrickson

Pam Henrickson was not in attendance at the meeting to provide an update on the insurance coverage issue. Charlie Brzuchalski advised that insurance underwriters had requested some statistical data that we were in the process of developing and furnishing to them.

III. Status Update on Caretaking/Interim Uses of MSP – FMDC Director David Mosby

The Director of the Division of Facilities Management, Dave Mosby, was not in attendance. Charlie Brzuchalski provided a report on behalf of the Director to update the Commission members on the status of State projects. Charlie stated that because of the winter season, there is not much to report.

- Short term storage continues at MSP.
- Car pool parking continues utilization of MSP.
- Department of Natural Resources – Wind tower being proposed and details are expected in the next few days. More detailed report will be provided at next meeting.
- Governor's Mansion utilizing some MSP space for storage area
- Health Lab project is on target for completion on schedule. The project will be completed by late summer/early fall of 2006.
- Parking Garages – Bushmann asked if any parking garages were being proposed. Charlie responded that none were being actively discussed.
- Chestnut Street Project – construction anticipated late next year on the two lane street. When Chestnut Street is extended, some site work will still need to be done to make the Office Campus property available. The City of Jefferson is involved in the street portion of the project.
- Water Tower – Pittsburg Tank has started deconstruction of the water tower on MSP property.

IV. Review and Update on Redevelopment Project Status – Charlie Brzuchalski

- Development Standards & Design Guidelines –
  - Parsons was in attendance to provide an overview presentation of the Development Standards and the Design Guidelines for the MSP redevelopment consultation. The three previous presentations were incorporated into an overall summary for the group. Copies were distributed to the Commission Members and staff. Parsons staff presented a review of the documents on a projection screen and discussed the layouts of the design.

- Please provide comments to Charlie B. by December 16 for incorporation into the final documents being prepared by Parsons. An electronic copy will be provided to the Commission to use for its purposes.

Questions:

Bicycle Storage – geared toward the working person that rides bicycles to work. Recreational bicycle paths are also being considered into the plan.

Bushmann stated that the overall Jefferson City Bikeways plan is to build bicycle access for recreation to the bridge and the trailhead in the Capitol Complex. This effort will bring bicyclists into the downtown area. Riddick stated that another project is to provide bicycle access to the bridge. Parsons stated that the project in the Capitol Complex can be accommodated into the new plan. Bushmann stated that people will bring in bicycles in their cars on the weekends to ride the trails. This type of recreation during the work days complicates parking. Parsons stated that the idea is to not over provide parking in the area.

Sheehan asked what information Parsons needs to evaluate and start on a decision and dollar amount if a party requests consideration for development in the area. Parsons stated that serving in the role as developer the Commission must define the project expectations, etc., and provide a written program, then Parsons, as the designer consultant, could respond to extract a vision for the plan and give the plan to the design team to develop a design.

Riddick stated that the documents were excellent. Parsons stated that the documents are to be used as a conversation and the Commission should feel free to make exceptions on a limited basis and not restrictions to limit creativity. There are open height requirements. Charlie B. stated that as the conversation gets more refined, comments will be discussed, then put together and begin the construction side of the project.

Bushmann stated that the previous version needs to be destroyed and this current version should be the one in use. The Commission will use the electronic pdf copy when received.

Sheehan asked if the Commission needs to use an owner's representative. Parsons stated that they need a representative to help administer information and review and evaluate information after it is given to the developer. They will give their view and proposals. It is their understanding the Commission is selecting a Master Developer to fulfill that role.

Charlie B. reiterated that all comments on these documents should be sent to him by December 16, 2005.

Parsons further stated that this is a guide document. The Commission should feel free to update this guide document to consider alternative solutions. Flexibility is needed throughout this process. The product will be better if the design guidelines are used.

- Central East-end Neighborhood Plan update. Charlie Brzuchalski

Parsons has finalized the approximately 500 acre neighborhood plan for the City of Jefferson, and it was turned over to the city in the early part of summer 2005. The Jefferson City Planning & Zoning Commission and the City Council have reviewed and approved the plan, and they have advised staff that they are extremely interested in the success of the Commission.

- MSP Redevelopment Project Schedule Update – Charlie Brzuchalski
  - Timeline - Charlie B. distributed a timeline document for review by the members. The document was reviewed and the status of projected discussed. Budget items on Page 3 of the document were reviewed also. An update to this schedule will be discussed in a couple of months.
  - 2006 Meeting Schedule - A list of proposed meeting dates for 2006 calendar year (4<sup>th</sup> Wednesday of each month) was distributed to the members. Bushmann made a motion to approve the schedule. Sheehan seconded. All in favor. None opposed.
  - Executive (Citizens Group) Advisory Committee (EAC) – Mark Schreiber is the Chair
    - Charlie B. will send out the list of the committee members to the members. The following items were discussed with follow up to be provided at future Commission Meetings.
      - Two (2) EAC meetings planned in 2006 – April and September
  - Historic preservation documentation, communication and transfer of MSP property to the Commission were discussed and additional information will be provided at future meetings of the Commission

- Master Developer/Selection Process – Charlie Brzuchalski
  - Charlie B. distributed a document abbreviating the scope of work relating to the Master Developer Selection Process. A letter will be sent out to potential Master Developers for the selection process. Scopes of work identifying quality and quantity of work for potential projects will be developed and then various scenarios analyzed by the Master Developer. Master Developer fees will be paid by the Commission. This will be low cost or no initial or up-front cost. The full fees to be paid will be defined by the project themselves and the Master Developer will be compensated much like a real estate agent commission.

Areas and projects will be matched with individual developers and their expertise by the Master Developer. The Master Developer reviews the process of construction to make sure of compliance with the management of projects and the phases. As we move through the process, we will further define and refine the process. Qualification packages for evaluation and selection will be put together by the Master Developers

- Discussion
  - Bushmann expressed the concern whether the Commission could attract a quality person because of the compensation issues. Charlie B. stated that this is a formula derived through research of the development experience of other firms and is proven to work well. Bushmann further stated that this is a tricky part of the contract. Charlie B. stated that if we had no examples of others, it would be tricky to negotiate, but we do have examples. Sheehan asked how the Commission determines the qualifications and firms to consider. Charlie B. stated that the APA (American Planning Institute), Urban Land Institute (ULI), Google (Internet search engine) and similar sources were queried for Master Developers, we also queried several trade magazines, and found a number of developers that have done this size and type of project and also other large projects. Some have and some have not served as Master Developers on those projects.

Bushmann asked if there is some kind of equity participation limitation. Charlie B. stated that it is logical to have that type of a limitation to assure proper representation of the owner. Charlie B. further stated that when the initial response packets come in, we review and evaluate them for further consideration. The initial responses answer questions that could include who they are, what experience they have, their approach, how projects have been done in the past, and a list of current projects the Master Developer is currently involved in. The

evaluation includes a ranking and scoring system to come up with three (3) to five (5) firms to interview and ultimately find a match with the quality and capability we are seeking of the Master Developer firm. When asked, Charlie B. responded that Parsons has not expressed an interest in being the Master Developer. The Commission should expect a high level of quality in the responses to our RFQ. Charlie asked the Commission members to contact him by phone or e-mail if there are any questions.

- Recommendations for MSPRC Staff Positions Job Descriptions – Charlie Brzuchalski
  - Job descriptions for the MSPRC proposed staff positions should be available by the next meeting.
    - These positions include: 1) Executive Director, full time, 2) Secretary, full or part time, 3) Curator type person to assist in keeping documentation and records to mark the history of the work, part time or voluntary. This is only a recommendation and is being brought forth as a place to start the discussion of future staff.
    - Bushmann asked if the Commission would always be housed in the Office of Administration (OA). Charlie B. stated it was the intent that eventually the Commission would be on its own at some point in the future. OA would be the administrative point of contact for money expended and handled through the MSP Redevelopment Fund held with the Missouri State Treasurer's office. The Commission would have its own staff, etc. and OA would assist with any work done in accordance with any appropriations reflected in future budgets. This is all contingent on the project moving ahead and funds being developed.
- Recommendations for MSPRC Commercial Banking Selection Process – Charlie Brzuchalski
  - Charlie B. will send out to the Commission recommendations on how to select a commercial banking establishment for the Commissions' account for funds received by private developers, etc. There are no checks and balances in place from the State side to govern this activity, and the Commission will have to develop its own checks and balances process. Bushmann asked how long until this step is necessary. Charlie B. stated that his best guess is that it should be expected by this time next year and potentially within six (6) months.

- V. Upcoming Agenda Items
  - a. Election of Officers – later

- b. Chairman will be appointed by the Governor
- c. Schreiber mentioned the discussion from the last meeting regarding stabilizing the heating and cooling in the Housing Unit 4 space. Charlie B. and Schrieber looked at the area and will visit to further discuss the means necessary to protect the artifacts. A resolution needs to be made quickly. Temperature and humidity control is necessary to maintain and preserve these artifacts.
- d. Next meeting is scheduled on January 25, 2005. There will not be a December meeting. (see note below)

Other Discussion for Open Meeting:

- Wunderlich: Anything else in the open meeting that anyone wants to bring up for discussion?

With no further business, the vote was taken to close the rest of the meeting. Motion was made by Gene Bushmann and was seconded.

Those in favor: Bushmann, Peerson, Riddick, Schreiber, Sheehan, Wunderlich

Opposed: None

Absent: Callis, Mahfood, Meyer

**Next Meeting:** January 25, 2005. There will not be a December meeting. (This was later updated. A December meeting was held and was closed. The January 25 meeting was canceled.)

February 22, 2005 - 1:00 p.m. to 4:00 p.m.  
Room 850 – Truman State Office Building  
Jefferson City, Missouri